

How to get started with Onvia DemandStar

This introductory guide contains instructions and detailed information to help your purchasing office successfully navigate and use Onvia DemandStar. If you have any questions or need assistance, you can reach Agency Services at (800) 331-5337.

Logging into DemandStar

- At your Internet browser's address line, enter: www.demandstar.com
- Enter your username and password

My DemandStar Tab

This page opens as soon as you login to Onvia DemandStar and serves as a task manager, displaying all bid and quote information in a two-week time frame.



This page is broken down into three different sections:

Bids Near Due Date – this section shows those bids that are closing in the next two weeks. You can click on the 'Details' link to see the actual bid details.

Bids Near Broadcast Date – this section shows those bids that will broadcast (or have broadcast) in the next two weeks. If there is anything that still has to be done to the bid before it can broadcast, a message will appear in the 'Missing Conditions for Broadcast' column. You can click on the 'Details' link to make any edits to the bid.

Quotes Approaching Due Date – this section shows those quotes that will be closing in the next two weeks. You can click on the 'Details' link to view the quote details and vendor responses.

Buyers tab – This page is where the main functionality of the system is located i.e. the tasks associated with purchasing, including the following:

Log Bid – a screen by screen wizard for logging in all pertinent details for bids and RFPs.

- Fill out all fields that have a red asterisk
- Be sure to fill out the Scope of Work
- Only choose electronic plan files if you are uploading electronic blueprints (plot files or pdf files)
- Onvia recommends you pick commodity codes with 5-digits (it will provide you a more accurate selection of vendors)
- Press the 'Complete Bid' button at the completion of the bid process. This gets documents ready for approval
- Always view and approve your documents or else the bid will not broadcast
- All bids broadcast at 3:59 a.m. EST, 7 days a week

View Bids – view your agency’s bids or view the entire bid library of over 60,000 bid specs from other agencies.
Status Definitions

- Upcoming – bid is still being worked on. Document types that are available: Attachment; Bid Document/Specifications
- Active – vendors have been notified of the bid. Documents that are available: Addendum; Clarification; Notice of Delay; Questions and Answers; Revision; Sign-in Sheet
- Under Evaluation – bid has closed. Documents that are available: Award Document; Bid Tabulation Sheet; Notice of Intent; Recommendation of Award; Short List

Log Quote – screen by screen wizard of logging in all pertinent details for informal quotes.

- Fill out all fields that have a red asterisk
- Onvia recommends you pick commodity codes commodity codes with 5-digits (it will provide you a more accurate selection of vendors)
- Be sure to look over your quote carefully, as soon as you press the Post Quote button, it broadcasts out to vendors

View Quote – view your agency’s quotes and auto-tabulated vendor responses.

- View vendor responses immediately
- Award quotes based on line items or on quote total amount

Supplier Search – look up vendor information such as company names, phone numbers, addresses, etc.

Build Broadcast List – search for commodity codes or vendors based on commodity codes without having to log a bid or quote.

Reports – There are three different online reports that you can run:

**note: you must have this permission on your account in order to perform this functionality*

- Bid Activity Report – view all bids up to a three-month time frame; view status and activity
- Quote Activity Report – view all quotes up to a three-month time frame; view status and activity
- Planholders Report – view a list of planholders for bids within a specified date range

Account Info tab - all of your agency account information can be found on the Account Info tab:

- Member Information – Agency name, address, phone, fax, etc.
- User Accounts – a list of the users that have access to DemandStar
- Publications – a boiler plate of your most used newspapers
- Bid Types – a boiler plate of all of your bid types
- E-Bidding Documents – if you are participating in e-bidding; a laundry list of required documents for a compliant bid
- Legal Ads – a boiler plate for legal ad text
- Programs – create and manage vendor programs such as DBE or MWBE